

**Example No. 5-04B**  
**JOB START LETTER**

In accordance with the City Auditor's approved 200X-200X Workplan, we are initiating an audit of the \_\_\_\_\_ Program of the \_\_\_\_\_ Department.

In order to commence the audit, we would like to schedule an entrance conference to discuss the audit objectives, audit process, time frames, data needs, and to introduce members of the audit team. A member of my staff will contact you to arrange this meeting with members of your department.

Accordingly, please provide us with the following preliminary information about the \_\_\_\_\_ Program:

- An organization chart and listing of key program personnel;
- Background information and a history of the program;
- A copy of the program's written procedures; and
- Management reports, financial reports, and budget information on the program for the past three years.

We plan to conduct this audit in accordance with generally accepted government auditing standards. This may entail assessing the potential for noncompliance, uneconomical practices, inefficient or ineffective operations. Prior to issuing any audit reports resulting from this audit, you will have the opportunity to review the report and provide written comments for inclusion in the final audit report. You will also have the opportunity to include a memorandum of program accomplishments in the final report.

If you have questions or need additional information, please contact either me or \_\_\_\_\_ of my staff, at extension 4601. Your cooperation is greatly appreciated.